

Position: **Project Management Specialist (Rule of Law)**
Grade: **FSN-12**
To: **All Interested Candidates (Non Dominican applicants must possess legal Dominican residence and Dominican Cédula)**
Opening Date: April 24, 2014
Closing Date: May 8th, 2014
Work Hours: **Full time; 40 Hours/week**
Salary Scale: (RD\$1,582,927.00 – 2,532,681.00)

The U.S. Agency for International Development in Santo Domingo is seeking an individual for the Project Management Specialist (Rule of Law) position on the Youth, Education and Security Office (YES).

Basic Functions

The incumbent will be responsible for managing the launch, implementation, monitoring and evaluation of USAID-funded contracts and/or grants to strengthen transparency, planning and management capacity within key GODR justice and security institutions (prosecutorial and police in particular), and related communications, financial management, and technical liaison functions. Duties and responsibilities managed by the incumbent will involve the full range of consultative, advisory, monitoring, management, data collection and analysis, and evaluation requirements for USAID engagement in the Dominican criminal justice and citizen security arena.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office through santodomingoresume@state.gov.

Qualifications Required:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Master's Degree in Law required.
2. The position requires a minimum of 7 years of progressively responsible work experience in the areas of criminal law, law enforcement, or related field including at least 5 years of relevant project management experience with a US or other international organization, donor or local government. Prior experience and/or technical knowledge in the areas of youth, criminal justice, juvenile justice, constitutional law, or human rights required.
3. Level IV English and Spanish, highly articulate, is required. Effective written and oral communications (including public speeches and presentations) are essential to perform successfully in this position. The incumbent must communicate clearly, effectively and accurately with all Mission employees; international and local organizations; donors and other embassies; USAID Washington geographic and technical bureaus and the general public. The incumbent is required to prepare briefing documents and participate in the drafting of annual technical, programmatic and fiscal reports and all types of acquisition and assistance request documents.

The Office of Human Resources will contact for testing purposes ONLY those applicants that meet all of the requirements.

ADDITIONAL SELECTION CRITERIA THAT MAY AFFECT THE FINAL HIRING DECISION INCLUDE BUT ARE NOT LIMITED TO: NEPOTISM, BUDGET, CONTINUITY IN THE POSITION, STAFFING GAPS, AND/OR THE NEED FOR THE APPLICANT TO HAVE A SECURITY CLEARANCE.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. All information required in the Universal Application for Employment (DS-174) must be complete and in accordance with the resume. Failure to do so will result in an incomplete application.
5. The candidate must be able to obtain and hold an unclassified security clearance.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174), **and** a current resume or curriculum vitae, including the Dominican Cédula.
2. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATIONS TO:

Office of Human Resources
Attention: Sofia Dominguez
e-mail: santodomingoresume@state.gov

POINT OF CONTACT

Sofia Dominguez
Telephone: 809-731-4288
Fax: 809-731-4372

**APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS
May 8th, 2014**

The U.S. Mission in Santo Domingo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.